

Louisiana Department of Environmental Quality
Underground Storage Tank Division

UST System Installation, Renovation, Repair, and Upgrade Notification Form
UST-ENF-04

Instructions:

Complete and submit this form thirty days prior to starting a UST installation, renovation, repair, or upgrade. The notification is not complete until you receive an approved, signed copy of this form from LDEQ UST Division.

General Information:

Plans and specification for all UST construction must first be submitted to the State Fire Marshal's office for review and approval prior to construction renovation or repair. Local district Fire Marshal's offices and Local Fire Prevention Bureaus require at least a seven day notification in order to schedule final inspections. Additionally, there may also be some building permits, zoning, etc., which are required by the site's parish or municipality.

The UST regulations (LAC 33:XI) require that UST systems meet certain criteria, be installed and repaired by properly certified individuals, and be registered with the UST Division at P.O. Box 4303, Baton Rouge, LA 70821-4303.

Within thirty days of completing a renovation, repair, or upgrade, the Underground Storage Tank Registration and Technical Requirements Form (UST-REG) must be completed, signed by the UST owner and the UST certified worker to certify that the UST system is in compliance with LAC 33:XI, and submitted to the UST Division.

For new installations, once the UST installation is complete and prior to placing regulated substances into the UST, the UST-REG form must be completed, signed by the UST owner and the UST certified worker to certify that the UST system is in compliance with LAC 33:XI, and submitted to the UST Division. Upon receipt of a complete and accurate UST-REG form, along with the appropriate fees, the UST Division will provide the owner with a current registration certificate.

Placing a regulated substance into a UST that has not been registered with LDEQ and does not have a current registration certificate is a violation of La R.S. 2194.1. In the event that the owner wants to place a regulated substance into a UST prior to completing the installation, the UST-REG form, along with the appropriate fees, must be submitted to the UST Division. The UST Division will register the UST and provide the owner with a current registration certificate in order to allow a regulated substance to be placed into the UST. After the installation is completed, the owner must submit an amended UST-REG form to the UST Division.

If you have any questions, please contact the appropriate regional office. **UST owners and/or certified workers are required to contact the appropriate LDEQ UST Division regional office 7 days prior to the anticipated installation, renovation, or upgrade commencement date and prior to any installation-critical juncture (as defined in LAC 33:XI.1303).**

Return to: Louisiana Department of Environmental Quality Office of Environmental Assessment Underground Storage Tank Division Appropriate Regional Office See attached mailing list or USTD Submittal Information at www.deq.louisiana.gov	FOR STATE USE ONLY Regional Office: _____ Date Received: _____ Agency Interest Number: _____
1. Type of Notification	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Installation <input type="checkbox"/> New tank(s) at new facility <input type="checkbox"/> New piping to replace existing piping <input type="checkbox"/> New or replacement containment sumps <input type="checkbox"/> New or replacement overfill prevention equipment Does piping repair/replacement affect >25% of an existing piping run? Description of Repair/Renovation/Upgrade: </div> <div style="width: 50%;"> <input type="checkbox"/> Repair <input type="checkbox"/> Additional tank(s) at existing facility <input type="checkbox"/> New piping added to existing piping (added dispensers) <input type="checkbox"/> New or replacement spill prevention equipment <input type="checkbox"/> New or change in release detection method <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 50%;"> <input type="checkbox"/> Renovation <input type="checkbox"/> New piping added to existing piping (added dispensers) <input type="checkbox"/> New or replacement spill prevention equipment <input type="checkbox"/> New or change in release detection method <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 50%;"> <input type="checkbox"/> Upgrade <input type="checkbox"/> Replacement tank(s) at existing facility <input type="checkbox"/> New or replacement spill prevention equipment <input type="checkbox"/> New or change in release detection method <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>	
2. Type of UST Facility – Select the appropriate facility description.	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> Air Taxi (Airline)</div> <div style="width: 25%;"><input type="checkbox"/> Aircraft Owner</div> <div style="width: 25%;"><input type="checkbox"/> Auto Dealership</div> <div style="width: 25%;"><input type="checkbox"/> Contractor</div> <div style="width: 25%;"><input type="checkbox"/> Federal Military</div> <div style="width: 25%;"><input type="checkbox"/> Federal Non-Military</div> <div style="width: 25%;"><input type="checkbox"/> Industrial</div> <div style="width: 25%;"><input type="checkbox"/> Marina</div> <div style="width: 25%;"><input type="checkbox"/> Residential</div> <div style="width: 25%;"><input type="checkbox"/> Railroad</div> <div style="width: 25%;"><input type="checkbox"/> Utilities</div> <div style="width: 25%;"><input type="checkbox"/> Trucking/Transport</div> <div style="width: 25%;"><input type="checkbox"/> Retail Seller of Motor Fuel (e.g., gas/service station)</div> <div style="width: 25%;"><input type="checkbox"/> Farm</div> <div style="width: 25%;"><input type="checkbox"/> Petroleum Distributor</div> <div style="width: 25%;"><input type="checkbox"/> Other (Specify)</div> </div>	
3. Type of Owner – Select the appropriate owner description.	
<input type="checkbox"/> Federal Government <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Commercial <input type="checkbox"/> Private	
4. Ownership of Tanks	
Owner Name (corporation, individual, public agency, or other entity)	
5. Location of Tanks	
Facility Name or Company Site Identifier, as applicable	
LDEQ AI #	
Mailing Address	
Street Address (facility only, P.O. Box or Route No. not acceptable)	
City	State
Zip Code	City
Telephone Number (XXX-XXX-XXXX)	State LA
Facsimile (XXX-XXX-XXXX)	Zip Code
Parish	Telephone Number (XXX-XXX-XXXX)
e-Mail	Latitude (tank hold) (decimal degrees)
	Longitude (tank hold) (decimal degrees)
Are there any active or abandoned water wells within 50 feet of the UST system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?	
6. Contact Person Responsible for Tank(s)	
Name	Official Title
Telephone Number	e-Mail
Address	City
	State
	Zip Code
7. Contractor Information	
Contractor's Name	UST License Number
	Phone Number
Company Name	e-Mail
8. Tank Information (add additional sheet if more than 6 tanks) (Unless new installation, must use DEQ-assigned tank #)	
Tank Number	Tank Size (gal)
	Manufacturer
	Model
	SW or DW
	# of Compartments / Capacities
	/
	/
	/
	/
	/
	/

Tank Construction

- ☐ Fiberglass Reinforced Plastic (FRP)
- ☐ Composite (steel with fiberglass or glass coating) (ACT-100, Permatank, Elutron, etc.)
- ☐ Double Walled or Jacketed (Required on tanks installed after 12/20/08)
- ☐ Polyethylene Jacketed Tank (Total Containment, etc.)
- ☐ Bare Steel/Asphalt Coated
- ☐ STI-P3
- ☐ Cathodically Protected Steel
- ☐ Impressed Current system only
- ☐ Anodes only
- ☐ Interior Lining only
- ☐ Combination of Interior Lining and Impressed Current system ☐ Installed at same time ☐ Installed separately
- ☐ Combination of Interior Lining and Anodes ☐ Installed at same time ☐ Installed separately
- If interior CP and lining installed separately, was a tank integrity test performed? ☐ Yes ☐ No
- If yes, what method: _____
- Was corrosion protection system designed by a corrosion expert? ☐ Yes ☐ No
- ☐ Other: _____

Method of Tank Release Detection (Please choose the appropriate tank release detection method(s) to be used at the site)

- ☐ Inventory Control with Tank Tightness Testing (see LAC 33:XI.703.B.1 for applicability and expiration information)
- ☐ Manual Tank Gauging (551-2000 gal) with Tank Tightness Testing (see LAC 33:XI.703.B.1 for applicability and expiration information)
- ☐ Manual Tank Gauging without Tank Tightness Testing ☐ (<551 gal) ☐ (551 – 1000 gal)
- ☐ Automatic Tank Gauging
- ATG Manufacturer: _____
- ATG Model: _____
- Probe Manufacturer: _____
- Probe Model: _____
- ☐ External Release Detection Devices ☐ Groundwater Monitoring ☐ Vapor Monitoring
- Type of Backfill: _____
- Permeability Assessment if RDDs in native soil? ☐ Yes ☐ No
- ☐ Tank Interstitial Monitoring (Required on tanks installed after 12/20/08)
- Manual Monitoring (explain method): _____
- Interstitial Monitor Manufacturer: _____
- Interstitial Monitor Model: _____
- Other: _____
- ☐ Statistical Inventory Reconciliation (SIR). Method: _____
- ☐ Other: _____

Spill and Overfill Prevention Equipment

- Type of Spill Prevention Equipment: ☐ Single-Walled Spill Bucket ☐ Double-Walled Spill Bucket ☐ Other ☐ Interstitially Monitored
- If other, describe: _____
- Type of Overfill Prevention Equipment: ☐ Automatic Shutoff (Drop Tube Device) ☐ Flow Restrictor (Ball Float) ☐ Alarm ☐ Other
- If Other Overfill Method, Describe: _____

9. Piping Information

- Product Delivery System** ☐ Pressurized ☐ Suction ☐ Gravity Feed
- If Suction, location of check valve(s): ☐ Dispenser ☐ Tank ☐ Both

Piping Construction

- ☐ Fiberglass Reinforced Plastic ☐ Flexible Plastic ☐ Bare Steel ☐ Single Walled ☐ Other
☐ Double Walled (Required on piping installed after 12/20/08 in certain instances (LAC 33:XI.303.D.2))

If other, describe: _____

- ☐ Cathodically Protected - Impressed Current system ☐ Cathodically Protected - Anodes

Was corrosion protection system designed by a corrosion expert? ☐ Yes ☐ No

Method of Piping Release Detection (Please choose the appropriate piping release detection method(s) to be used)

Automatic Line Leak Detectors: ☐ Mechanical Line Leak Detector ☐ Electronic Line Leak Detector

Manufacturer: _____

Model: _____

Other Method (must detect 3 gph leak at 10 psi in 1 hour); Describe: _____

AND one of the following:

- ☐ Line tightness test (Annual ☐ OR 3 Year ☐)
☐ Groundwater Monitoring
☐ Vapor Monitoring
☐ Statistical Inventory Reconciliation (SIR)
☐ Interstitial Monitoring (Required on piping installed after 12/20/08 in certain instances (LAC 33:XI.303.D.2))

- ☐ Manual Monitoring

Location(s) of Manual Monitoring: ☐ STP Sump ☐ UDC Sump ☐ Transition Sump

OR

- ☐ Sump Sensors – Type: _____

Location(s) of Sump Sensors: ☐ STP Sump ☐ UDC Sump ☐ Transition Sump

- ☐ Other: _____

Under Dispenser Containment (Required with new dispensers installed after 12/20/08 in certain instances (LAC 33:XI.303.D.4))

- ☐ Yes ☐ No ☐ Single-Walled Sump ☐ Double-Walled Sump ☐ Interstitially Monitored

Number of Dispensers: _____

Submersible Pump Containment (Required with new STPs installed after 12/20/08 in certain instances (LAC 33:XI.303.D.5))

- ☐ Yes ☐ No ☐ Single-Walled Sump ☐ Double-Walled Sump ☐ Interstitially Monitored

Number of STPs: _____

10. Certification

I certify the above submitted information is correct and I agree to comply with all requirements of LAC 33:XL.

Owner's Name

Owner's Signature

Date

LDEQ RESPONSE – DO NOT WRITE BELOW THIS LINE

- ☐ Approved by LDEQ
☐ Rejected for the following reason(s):
☐ The noted highlighted section(s) of this form must be completed in order for LDEQ to process.
☐ The owner has not signed this form. Please resubmit with the required signature.
☐ DEQ records indicate the contractor you have selected is not a UST worker certified by DEQ for installations and repairs. You must select, from the enclosed list, a contractor that is a certified UST worker.
☐ DEQ records indicated that the UST system has not been registered. You must complete the attached registration form and return it to the UST Division immediately.

Signature of LDEQ Representative

Telephone Number

Date

Contact Information Acadiana and Southwest Region

UST Compliance ARO/SWRO Supervisor Contact Phone:

337-262-5599

UST Compliance ARO Supervisor e-mail:

_DEQ-USTCompliance-ARO@la.gov

UST Compliance SWRO Supervisor e-mail:

_DEQ-USTCompliance-SWRO@la.gov

Parishes Served: Acadia, Allen, Beauregard, Calcasieu, Cameron, Evangeline, Iberia, Jefferson Davis, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion, Vernon.

Capital Region

UST Compliance CRO Supervisor Contact Phone:

225-219-3768

UST Compliance CRO Supervisor e-mail:

_DEQ-USTCompliance-CRO@la.gov

Parishes Served: Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, Tangipahoa, West Baton Rouge, West Feliciana

Northeast and Northwest Region

UST Compliance NERO/NWRO/KRO Supervisor Contact Phone:

225-219-3768

UST Compliance NERO/KRO Supervisor e-mail:

_DEQ-USTCompliance-NERO@la.gov

UST Compliance NWRO Supervisor e-mail:

_DEQ-USTCompliance-NWRO@la.gov

Parishes Served: Avoyelles, Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, De Soto, East Carroll, Franklin, Grant, Jackson, La Salle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tensas, Union, West Carol, Winn, Webster

Southeast Region

UST Compliance SERO/BLRO Supervisor Contact Phone:

337-262-5599

UST Compliance SERO Supervisor e-mail:

_DEQ-USTCompliance-SERO@la.gov

Parishes Served: Lafourche, Jefferson, Orleans, Plaquemine, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, Terrebonne, Washington

Regional Offices

Acadiana 111 New Center Drive Lafayette, LA 70508 Main Phone: (337) 262-5584 Fax: (337)262-5593	Northeast 508 Downing Pines Road Monroe LA 71292 Main Phone: (318) 362-5439 Fax: (318) 362-5448
Bayou Lafourche 110 Barataria Street Lockport, LA 70374 Main Phone: (985) 532-6206 Fax: (985) 532-9945	Northwest 1525 Fairfield Rm 520 Shreveport, LA 71101 Main Phone: (318) 676-7227 Fax: (318) 676-7573
Capital 602 N. Fifth Street Baton Rouge, LA 70802 Main Phone:225-219-3768 Fax::	Southwest 1301 Gadwalt Street Lake Charles, LA 70615 Main Phone: (337) 491-2667 Fax: (337) 491-2682
Kisatchie 2129 Rainbow Drive Pineville, LA 71360 Main Phone: (318) 487-5656 Fax: (318) 487-5927	Southeast 201 Evans Road, Bldg 4 Suite 420 New Orleans, LA 70123 Main Phone: (504) 736-7701 Fax: (504) 736-7702